

**From:** [Gilmore, Mari](#)  
**To:** [Handley, Bianca](#)  
**Cc:** [Dehghi, Benny](#); [vahe.dabbaghian@ladwp.com](mailto:vahe.dabbaghian@ladwp.com); [Nicole.Alkov@Waterboards.ca.gov](mailto:Nicole.Alkov@Waterboards.ca.gov); [Diep, Chi P.@Waterboards](mailto:Diep, Chi P.@Waterboards); [Murdock, Kevin/LAC](#); [John Wingate](#); [Taraszki, Michael D](#); [Humphreys, Christina@Waterboards](mailto:Humphreys, Christina@Waterboards); [Heitmann, Michael](#)  
**Subject:** RE: NHO: March 2020 monthly progress report (Honeywell)  
**Date:** Wednesday, April 15, 2020 3:30:47 PM  
**Attachments:** [image001.png](#)  
[Continuity-of-Operations-for-LADBS\\_041420.pdf](#)

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Bianca,

My apologies for the delay. In response to COVID-19, as you know, EPA rescheduled the annual NHO Basin-wide groundwater sampling event from April 2020 to August 2020. Over the last month, both Wood and Honeywell have been attempting to adjust to remote working environments and other challenges associated with this unprecedented situation. We are pleased to report that certain necessary steps to allow us to install the Phase 1B groundwater treatment system are continuing. Specifically, the Los Angeles Department of Building and Safety (LADBS) is continuing to plan check documents at this time, though their processes have changed to account for COVID. For your reference, I am attaching a copy of the April 14, 2020 Continuity of Operations Plan issued by LADBS. We are not certain at this point how this will affect the timing for LADBS's review. However, Honeywell has instructed us to also continue with Phase 2 conveyance design to the extent possible by working remotely.

Separately, we have been working with potential vendors and subcontractors for Phase 1B groundwater treatment system construction in an effort to understand whether they see impacts to their schedule to start and complete the work or obtain necessary materials due to interruptions to supply chains. Contractor's reports bring uncertainty and our evaluation continues on these matters weekly. In any event, we will enforce measures identified by Wood's experts and comply with CDC's guidelines once we commence Phase 1B construction to ensure the health and safety of personnel and surrounding communities.

At this point, we are pleased that we have been able to continue to advance the plan check process for the Phase 1B system and continue certain aspects of the Phase 2 conveyance design.

I hope you and your family are staying safe and healthy.

Mari

**Mari Gilmore**  
Mobile: +1 707.771.0736

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**From:** Handley, Bianca <Handley.Bianca@epa.gov>  
**Sent:** Friday, April 10, 2020 2:51 PM  
**To:** Gilmore, Mari <mari.gilmore@woodplc.com>  
**Cc:** Dehghi, Benny <benny.dehghi@honeywell.com>; vahe.dabbaghian@ladwp.com; Nicole.Alkov@Waterboards.ca.gov; Diep, Chi P.@Waterboards <Chi.Diep@waterboards.ca.gov>; Murdock, Kevin/LAC <Kevin.Murdock@CH2M.com>; John Wingate <jwingate@otie.com>; Taraszki,

Michael D <michael.taraszki@woodplc.com>; Humphreys, Christina@Waterboards  
<christina.humphreys@waterboards.ca.gov>; Heitmann, Michael  
<Michael.Heitmann@Honeywell.com>

**Subject:** RE: NHO: March 2020 monthly progress report (Honeywell)

Hi Mari,

Thank you for the progress report. Have any of your activities been specifically or significantly affected by the shelter-in-place orders we are experiencing across the state?

Thank you,

**Bianca Handley**

Remedial Project Manager  
415-972-3023

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**From:** Gilmore, Mari <[mari.gilmore@woodplc.com](mailto:mari.gilmore@woodplc.com)>

**Sent:** Friday, April 10, 2020 2:22 PM

**To:** Handley, Bianca <[Handley.Bianca@epa.gov](mailto:Handley.Bianca@epa.gov)>

**Cc:** Dehghi, Benny <[benny.dehghi@honeywell.com](mailto:benny.dehghi@honeywell.com)>; [vahe.dabbaghian@ladwp.com](mailto:vahe.dabbaghian@ladwp.com);  
[Nicole.Alkov@Waterboards.ca.gov](mailto:Nicole.Alkov@Waterboards.ca.gov); Diep, Chi [P.@Waterboards <Chi.Diep@waterboards.ca.gov>](mailto:Chi.Diep@waterboards.ca.gov);  
Murdock, Kevin/LAC <[Kevin.Murdock@CH2M.com](mailto:Kevin.Murdock@CH2M.com)>; John Wingate <[jwingate@otie.com](mailto:jwingate@otie.com)>; Taraszki,  
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<[Christina.Humphreys@Waterboards.ca.gov](mailto:Christina.Humphreys@Waterboards.ca.gov)>; Heitmann, Michael  
<[Michael.Heitmann@Honeywell.com](mailto:Michael.Heitmann@Honeywell.com)>

**Subject:** NHO: March 2020 monthly progress report (Honeywell)

Bianca et al.,

I hope this email finds you well. On behalf of Honeywell, please find attached the March 2020 progress report for NHO.

Have a good weekend,  
Mari

**Mari Gilmore, PG**

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**wood.**

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wood.



# L.A. BUILDING & SAFETY

## ANNOUNCEMENT No. 3

Revised April 14, 2020

LADBS Announcements are posted at <http://www.ladbs.org/our-organization/messaging/news>.

### TOPIC

### CONTINUITY OF OPERATIONS FOR LADBS' PLAN CHECK, PERMITTING & INSPECTION SERVICES IN KEEPING WITH MAYOR GARCETTI'S COVID-19 GUIDELINES

#### **ATTENTION: DUE TO HIGH CALL VOLUME**

The LADBS Call Center is experiencing a higher than normal volume of requests for construction and code enforcement inspections which cannot be managed timely. Therefore, the Department **is strongly urging you** to submit requests for inspections and code enforcement complaint referrals using the following online methods:

- Request an [Inspection Online request](#)
- Check the [status of a permit or request an inspection](#)
- [Report a code violation](#)
- Access Online Information and Services, including requesting an inspection or reporting a code violation at <https://myla311.lacity.org/> using "MyLA311" or download the [MyLA311 mobile app](#).
- Use the [LADBSGO Mobile App](#) by downloading instructions

#### **I. General information / Concierge:**

- A. Call center - 311 or (213) 473-3231 – Calls will then be routed to LADBS' Call Center.
- B. Use the MyLA311 Website at <https://myla311.lacity.org/> or submit via the MyLA311 mobile app.
- C. Check the status of a permit or request an inspection at <https://www.ladbs.org/>.

#### **II. Express Permits (no plan check required):**

- A. Express permits can be issued online by visiting <http://epermit.ladbs.lacity.org/>. If an Express Permit cannot be obtained online, the applicant can email LADBS at [epermit.ladbs@lacity.org](mailto:epermit.ladbs@lacity.org) to obtain further instructions.
- B. LADBS established "Drop-off/Pick up" areas at the Figueroa Plaza, Marvin Braude Building, and the West Los Angeles office to facilitate those transactions that cannot be made online.

#### **III. Records Research Request:**

- A. Building/Property Records are available online at <http://records.ladbs.lacity.org/>.
- B. For records not found online, they can be requested by completing an online form, [Research Request Form](#) (AD.Form01 at bottom of screen) and emailing the completed form to [records.ladbs@lacity.org](mailto:records.ladbs@lacity.org).
- C. LADBS established "Drop-off/Pick up" areas at the Figueroa Plaza, Marvin Braude Building, and the West Los Angeles office to facilitate those transactions that cannot be made online.

#### IV. Plan Check:

##### A. Submittal of plans:

###### 1. Submit paper plans (in-person drop-off):

LADBS established “Drop-off/Pick-up” areas at the Figueroa Plaza, Marvin Braude Building, and the West Los Angeles Development Services Centers(DSC) to facilitate transactions that cannot be made online.

- a. The customer must complete a [permit application](#) that will be provided at the DSC designated Drop-off/Pick-up areas. Besides the normal job information, the application must include a contact email address and phone number.
- b. The customer will roll the completed application inside the plans and drop them in the designated area.
- c. Immediately after dropping the plan off, the customer must email LADBS at [pcsubmittal.ladbs@lacity.org](mailto:pcsubmittal.ladbs@lacity.org) to provide the following information: Date/time plans were dropped off; the Drop-off/Pick-up area of their plans; and project address.
- d. LADBS staff will contact the customer to process their application. Payments can be made via check or online.

###### 2. Submit digitized plans via ePlanLA(<https://buildla.lacity.org/building-safety-services>):

This option is available for the following types of applications:

<ul style="list-style-type: none"><li>• Accessory Dwelling Unit Conversions</li><li>• Tenant Improvements</li><li>• Swimming Pools</li><li>• Fences</li></ul>	<ul style="list-style-type: none"><li>• Elevators</li><li>• Fire Sprinkler</li><li>• Plumbing</li><li>• HVAC</li><li>• Soft-story Retrofit</li></ul>	<ul style="list-style-type: none"><li>• Photovoltaic Systems</li><li>• Electrical</li><li>• Residential Solar Systems</li><li>• Deferred Submittals</li></ul>
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All activities related to a plan submitted through [ePlanLA](#) will be performed through [ePlanLA](#), including payment of fees.

##### B. Counter Plan Check:

Counter plan check will be handled the same way as outlined in Step A-1 above. Plans will be assigned by the next business day.

##### C. Plan Check Pickup:

Once plan check has been completed, the marked-up set with a [“Pick-up” transmittal cover sheet](#) will be mailed to the applicant at their expense or picked up in person at the designated “Drop-off/Pickup” area.

##### D. Verification:

Once the plan check comments have been addressed by the customer, the customer must return the revised plans along with the original marked-up set by mail or drop them off at the designated “Drop-off/Pickup” area. Complete and attach a [“Drop-off” transmittal cover sheet](#). Verifications will be handled via phone or Google Hangout Meet application. Please be aware that verification is an iterative process, so these steps will repeat until there are no more corrections to be addressed by the customer.

##### E. Plan Approval:

When plans have been revised to address the LADBS plan check comments and are ready to be approved, LADBS will do the following:

1. Retain the final version of the plans along with the marked-up set.
2. Issue a “Ready to Issue” (RTI) sheet and email it to the applicant along with the final permit fees.

F. Permit Issuance:

Contractor or Owner Builder shall request permit issuance via email at [rti.ladbs@lacity.org](mailto:rti.ladbs@lacity.org) and attach the RTI sheet and all pertinent information required per the RTI sheet.

Payment can be made on-line, by mail via check, or placed in the “Drop-off/Pickup” area via check. Once payment has been received, plans will be stamped approved and mailed back to the applicant at their expense or made available to be picked up at the “Drop-off/Pickup” area.

**V. Inspections (Construction), Including Exams and Licensing:**

A. Field Operations – Inspection related field operations will continue as normal. Make sure to observe the required [COVID-19 safety guidance for construction site](#).

B. Public Counter Services

1. In-Person Pick Up of Certificates of Occupancy (CofOs)–All CofOs will be mailed to owners at project completion. Requests for additional copies will be emailed or faxed. If it is urgent, a copy may be left at the job site.
2. Clarification of inspector’s field corrections and code/procedural questions will be answered via a phone call. You may also request an inspection or obtain the inspector’s name and contact information at <https://www.ladbs.org/>.
3. Exchange of plans or job-related paperwork will be done by email, fax, or at the job site.
4. Deputy Inspector Exams
  - a. Read the instructions and download forms for [Deputy Inspector Exams](#)
  - b. Read the Information Bulletin “[Regulations Regarding Registration for Deputy Inspector](#)”
  - c. Mail the completed application with a check or money order for the payment of fees to 221 N. Figueroa St. 7<sup>th</sup> floor, Los Angeles, CA 90012.
  - d. Applications will be processed and exams will be scheduled at a later date.
5. Fabricator and Testing Agencies
  - a. Download the [Approved Fabricator or Approved Testing Agency renewal form](#)
  - b. Mail the applicable completed renewal form with a check or money order made out to LADBS, or City of Los Angeles for the payment of fees to 221 N. Figueroa St. 7<sup>th</sup> floor, Los Angeles, CA 90012.
  - c. Applications will be processed at a later date.
6. Trade Licensing
  - a. New Trade License
    - 1) Read the instructions and download [forms for Trade Licensing](#)
    - 2) Mail the completed application with a check or money order made out to LADBS, or City of Los Angeles for the payment of fees to 221 N. Figueroa St. 7<sup>th</sup> floor, Los Angeles, CA 90012.
    - 3) Applications will be processed and exams will be scheduled at a later date.
  - b. Renew a Trade License by following the instructions that LADBS mails you 60 days prior to the expiration of your current license.
7. Questions regarding licensing may be directed to (213) 482-0099.

C. Customers that need to speak to a supervisor or discuss concerns, can communicate via email (general format is “[employee’s first name.lastname@lacity.org](#)”) or phone at (213) 482-7212.

**VI. Continuity of Operations Plan for Development Services Centers [Click Here](#)**